Connect Create Collaborate

Benjamin Buenaventura <benjamin.buenaventura@lacity.org>

RPT-SRPT FORM - C.F. 20-0941, 20-1008 - Project Homekey

9 messages

Steven Del Haro <steven.delharo@lacity.org> Thu, Oct 22, 2020 at 1:45 PM
To: Amalia Robles <amy.robles@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>

Good Afternoon Fiscal Oversight Support Services,

Please see my attached completed RPT-SRPT FORM and council file and motion for C.F. 20-0941, 20-1008 - Project Homekey.

I was not sure if you want the completed form and CF authority in one PDF doc or separately so I provided both. That being said, I also wanted to confirm with you that my form was completed correctly. Since it is not a contract, and rather a council file authority to pay various vendors I put "openorder". Also I was uncertain on the "Reporting Type" in section IV.

Please advise at your convenience.

RPT-SRPT Request Form & CF Auth_ Project Homeke...

Thank you!

Steven Del Ha

--
Steven Del Haro
Accounting Clerk
Office of the City Administrative Officer (CAO)
City Hall East - 200 N. Main St. #1500
Los Angeles, CA 90012

Phone: 213-473-7509
Email: steven.delharo@lacity.org

3 attachments

RPT-SRPT Request Form_ Project Homekey.pdf
102K

20-0941, 20-1008.pdf
122K

20-0941_misc_10-21-2020.pdf
3473K

Benjamin Buenaventura <benjamin.buenaventura@lacity.org> Thu, Oct 22, 2020 at 2:48 PM
To: Amalia Robles <amy.robles@lacity.org>
Cc: Edward Moreno <edward.moreno@lacity.org>

Hi Amy,

Please let me know if you want me to set up the RPT-SRPT. It seems like everything looks good, except for Section II "Request Approved". Furthermore, please let me know if I might have missed something.

Thanks,

RON | GALPERIN
Los Angeles City Controller

Benjamin Buenaventura | Accountant
Office of the Controller
Fiscal Oversight Support Services
(213) 978-7362
http://controller.lacity.org

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Amalia Robles <amy.robles@lacity.org> Thu, Oct 22, 2020 at 3:19 PM
To: Steven Del Haro <steven.delharo@lacity.org>
Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>

Hi, Steven.

Just got off from a meeting.
1. Please obtain approval from authorized approver in FMS (CAE, GM or designee) - from CAO-submitted Authorized Signatories

I. **DATE SUBMITTED:** 10/22/2020

II. **REQUESTING DEPARTMENT'S INFORMATION:**
Dept No. & Name: 10 - City Administrative Officer
Telephone No: 213-473-7509
E-Mail Address: steven.delharo@lacity.org
Contact Person: Steven Del Haro
Request Approved

2. Please change Reporting Type from DE (no encumbrance) to AP (with encumbrance)

IV. **Please fill in the appropriate values you are requesting to establish or modify , and complete information required to facilitate your further processing of BGB9CON:**

A. **For RPT Code:** <2>
Fiscal Year: 2021
Reporting: CF200941, CF201008
Name: OPENORDER
Short Name: OPENORDER
Contact Code:
Reporting Class: 10
Contract From: 07/01/20
Contract To: 06/30/21
Description: PROJECT HOMEKEY
Reporting Category
Reporting Type: DE AP
Reporting Group M

B. **For SRPT Code:** <2>
Fiscal Year: 2021
Reporting: CF200941, CF201008
Sub-Reporting: 00
Name: OPENORDER
Short Name: OPENORDER

3. If Homekey Program is part of any grant. loan, or sub-recipient, please change Reporting Group from "M" to "Y".
If not, as is "M"

Thank you.

Kind regards,

AMY ROBLES, CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

RON GALPERIN
LA CONTROLLER

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On Thu, Oct 22, 2020 at 1:45 PM Steven Del Haro <steven.delharo@lacity.org> wrote:
[Quoted text hidden]

Amalia Robles <amy.robles@lacity.org> Thu, Oct 22, 2020 at 5:03 PM
To: Steven Del Haro <steven.delharo@lacity.org>
Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>

Hi, Steven.

The Controller's Office is accepting both electronic signatures and email-approval (as attachment) to the RPT-SRPT form.

Kind regards,

AMY ROBLES, CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

RON GALPERIN
LA CONTROLLER

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On Thu, Oct 22, 2020 at 4:53 PM Steven Del Haro <steven.delharo@lacity.org> wrote:
> Hi Amalia,
>
> Thank you for your edits, I've made those changes to the form. But I have one last quick question: For the CAE approver, would an electronic signature suffice, or an email authorizing? Please advise.
>
> Thank you,
>
> Steven
> [Quoted text hidden]

Steven Del Haro <steven.delharo@lacity.org> Thu, Oct 22, 2020 at 5:04 PM
To: Amalia Robles <amy.robles@lacity.org>
Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>

Ok got it. Thank you very much.
[Quoted text hidden]

Steven Del Haro <steven.delharo@lacity.org> Fri, Oct 23, 2020 at 10:04 AM
To: Amalia Robles <amy.robles@lacity.org>

Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Melissa Velasco <melissa.velasco@lacity.org>

Good Morning Amalia,

Please see attached signed and updated RPT-SRPT FORM and council file and motion for C.F. 20-0941, 20-1008 - Project Homekey.

RPT-SRPT Request Form & CF Auth_ Project Homeke...

On Thu, Oct 22, 2020 at 3:20 PM Amalia Robles <amy.robles@lacity.org> wrote:
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[Quoted text hidden]

Amalia Robles <amy.robles@lacity.org> Fri, Oct 23, 2020 at 10:19 AM
To: Steven Del Haro <steven.delharo@lacity.org>
Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Melissa Velasco <melissa.velasco@lacity.org>

CF201008 is now set up in the RPT-SRPT tables.
Please process BGB9CON document and attach the RPT-SRPT packet (form, CFs, motion, report, etc)
to the document header of said BGB9CON.
[Quoted text hidden]
[Quoted text hidden]

Steven Del Haro <steven.delharo@lacity.org> Fri, Oct 23, 2020 at 10:37 AM
To: Amalia Robles <amy.robles@lacity.org>
Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Melissa Velasco <melissa.velasco@lacity.org>

Ok great thank you Amy. I will proceed with the BGB9CON per your instruction.

Thanks,

Steven

[Quoted text hidden]

Amalia Robles <amy.robles@lacity.org> Fri, Oct 23, 2020 at 1:34 PM
To: Steven Del Haro <steven.delharo@lacity.org>
Bcc: benjamin.buenaventura@lacity.org

Thank you for the update Steven.

Just a friendly reminder:
- The number of days to print the check are limited - scheduled on Tuesdays and Fridays only;
- Office of Finance requires at least 3-business days before settlement date (Nov 6)
WCAL check, signed Wire Transfer form, etc should be provided to Finance on or before Nov 3 (Tuesday)
- WCAL check to fund the manual wire transfer needs PRIOR approval from my boss, Edward Moreno.

BGB9CON amount should be properly supported (usually what's authorized in the Council File).
If actual closing cost exceeds the estimated amount indicated on the Council File,
please provide basis / documentation (e.g., Closing Cost Report or Instructions from Escrow/Title company).

Kind regards,

AMY ROBLES, CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

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On Fri, Oct 23, 2020 at 12:17 PM Steven Del Haro <steven.delharo@lacity.org> wrote:

> Hi Amalia,
>
> FYI - Please see Meg Barlcay's of the CAO email below. I just wanted to give you an update. I will submit the BGB9CON once I get confirmation from Meg.
>
> Thank you again for your assistance.
>
> -Steven
>
> ---------- Forwarded message ---------
> From: **Meg Barclay** <meg.barclay@lacity.org>
> Date: Fri, Oct 23, 2020 at 11:57 AM
> Subject: Re: Wire Transfer
> To: Steven Del Haro <steven.delharo@lacity.org>
> Cc: Claudia Castellon <claudia.castellon@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>
>
> Hi there,
>
> I just heard the escrow closing has been extended to November 6, so we are not in as big a rush. We still need to implement the other financial transactions in the report so that we're ready to transfer the funds.
>
> I've asked the vendor to complete the form for the wire transfer and provide a cancelled check. I will send as soon as I receive it.
>
> Thanks so much,
>
> ---------- Forwarded message ---------
> From: **Steven Del Haro** <steven.delharo@lacity.org>
> Date: Fri, Oct 23, 2020 at 11:13 AM
> Subject: Re: RPT-SRPT FORM - C.F. 20-0941, 20-1008 - Project Homekey
> To: Meg Barclay <meg.barclay@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>
> Cc: Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>
>
> Good Morning Meg & Elyse,
>
> So I am currently in the midst of processing the BGB9C0N to set up the amount in FMS, and then will do a GAE to encumber the funds. **That said, is the amount I am setting up and encumbering including the closing costs? Would it be the amount of $40,669,903?**
>
> Amy from the Controller's Office asked me if it was a shared expenditure, or including the closing costs. I told her I would get confirmation. Claudia mentioned that her cf authority is always set up with the amount that is approved in the budget.

> Please advise at your convenience.
>
> Thank you!
>
> Steven
> [Quoted text hidden]
> [Quoted text hidden]